

# CITY MEMO

DATE: <Month> <Day>, 2001  
TO: City Department Directors  
FROM: City Manager  
CC: Assistant City Managers and Deputy City Managers  
Intergovernmental Coordinator  
Videoconferencing Site Coordinator  
Backup Videoconferencing Site Coordinator

I am pleased to announce to you that the <Jurisdiction Name> now has videoconferencing equipment, provided by MAG, available for use by our employees. At our next staff meeting, <Jurisdiction Name> Videoconferencing Site Coordinator, <First Name> <Last Name>, will give a live demonstration of this System and explain the benefits of using it.

After the live demonstration of the videoconferencing technology, <First Name> will hold training classes to assist employees in learning how to use this exciting new technology. This short training session will enable staff to feel more comfortable in attending and setting up a videoconference. In addition, the Site Coordinator will be available to attend the first few minutes of a videoconference meeting to ensure a successful meeting beginning and also to assist if there are any problems.

I encourage you to allow your employees to use this equipment whenever feasible to attend MAG committee meetings, especially on high pollution advisory days. The equipment may also be used for many other activities. Enclosed is a list of potential uses of the equipment as well as information about the MAG Regional Videoconferencing System. For more information, please call <First Name> <Last Name> at <Phone Number>.